



McHenry Public Library District
809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

**McHenry Public Library District
Board of Library Trustees Regular Meeting**

**Tuesday, January 19, 2021 7:00 p.m.
Meeting Room West #136 & Electronic Means**

AGENDA

- I. CALL TO ORDER** – President Charles Reilly
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING**
 - A. SECRETARY'S REPORT** – Monica Leccese, Secretary
 - 1. Approval of Minutes of the December 15, 2020 Regular Board Meeting
 - B. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - 1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2020/ January 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VII. COMMUNICATIONS**
 - A.** Danny Little Memorial Donation
 - 1. Letter to Family of Danny Little – Recognition of memorial donations and notice of books ordered
 - 2. Letter to Kathy Mifajt
 - 3. Letter to Deb Gunness
 - B.** Letter to Gabriela Sparacio for donation of funds for a VHS to digital converter
- VIII. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Per Capita Grant Requirements *Serving Our Public 4.0*
 - 1. Chapters 9, 10, 11, 12, and 13
 - C.** Updates on Projects
- IX. EXECUTIVE SESSION**
 - A.** To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

X. OLD BUSINESS

- A. Updates on Request for Proposals for financial services

XI. NEW BUSINESS

- A. Proposed communications to the McHenry County Department of Health Regarding Vaccine Schedule for Library employees
- B. Cell Phone Use by Library Patrons Policy
- C. Hiring of Library Executive Director

XII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

XIII. ADJOURNMENT

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

* The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements. Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting.

Note: As of June 27, 2020, Illinois is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least one official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance, and voting can occur both physically and electronically/combined. The Open Meetings Act (OMA) new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Library Director at director@mchenrylibrary.org and providing a valid email (required for access) at least 8 hours before the meeting time/date.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: December 15, 2020
Time: 7:00 P.M.
Location: Library Meeting Room West & Electronic Means

I. Call to Order:

President Reilly called the meeting to order at 7:07 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander (remotely), Margaret Carey (remotely), Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

Also Present: Lesley Jakacki, Acting Director
Bill Edminster, Assistant Director
Denise Grandon, IT Specialist
Debbie Gunness, Business Manager
Kathy Lambert, PR Manager
Jennifer May, HR Generalist
Barb Majka, Circulation Manager (remotely)
Kathy Milfajt, Technical Services Manager (remotely)
Pam Strain, Adult Services Manager (remotely)
Zach Terrill, Adult Services Assistant Manager (remotely)

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Executive Session was moved to the end of the meeting.

V. Public Comment and Recognition of Visitors

No comment

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting of November 17, 2020 and of the Public Hearing on the Annual Levy Ordinance of November 17, 2020
Leccese told the Board that she found the minutes to be correct.

Treasurer's Report – Del Grala, Treasurer

Monthly Financial Statements, Interim Check Report through November 30, 2020, and Invoice Reports for November/December 2020
Additional Invoices (Distributed night of meeting)
Petty Cash and Credit Card Reports (Distributed night of meeting)
The Board reviewed the regular board minutes, financial statements and monthly invoices.
Gunness reported that the library received \$14,000 in developer fees and \$1,600 in solar credits after the financial reports had been run.
Grala moved and Leccese seconded a motion to approve the Consent Agenda.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

VII. **Communications**

The Board reviewed the Communications.

- Email to Board of Trustees from Amanda Grabow

The Board expressed appreciation for the praise for the library's services.

VIII. **Librarian's Report**

The Board reviewed the Librarian's Report

Per Capita Grant Requirements: *Serving Our Public 4.0*

- Chapter 5 and Appendices J, K
- Chapter 6
- Chapter 7 and Appendix H, I
- Chapter 8

Reilly asked Jakacki to prepare for an all-day long-range planning meeting in the third quarter of the calendar year.

- Jakacki told the Board that the Governor had extended the current restrictions to January 9, 2021.
- During a discussion of building infrastructure needs, Jakacki told the Board that cracks had begun to appear in the firewall between the warehouse and the staff areas and meeting rooms that might be expensive to fix.
- Reilly and the rest of the Board expressed their thanks to the managers for their work reviewing *Serving Our Public*.
- The audit has not been completed yet due to the prerequisite IMRF audit and the anomalies in the 2019/20 financial statements.
- The IRS has not sent us a decision about the interest/late fees we are being charged because our payroll company diverted IMRF payments. The other libraries that went through this process report that this delay is not unusual. Our general liability insurance provider has denied our claim so Jakacki will submit a claim to our directors and officers insurance carrier.
- Jakacki reported that we do not have a current contract for accounting services from Eder Casella and are on a month-by-month basis with them. Former Director Scholtz signed a 3-year contract with Eder Casella for auditing services in April 2020. Reilly asked Jakacki to draft a request for proposal for accounting services for the Board to consider at its next meeting. Jakacki reported that libraries in the area are unacquainted with unscheduled audits but she will request information from auditing companies about such audits.
- Jakacki told the Board that there had been problems with our SonicWall equipment. The equipment for the firewall product was covered by warranty but there was a cost for having Eder Technology reconfigure the devices.

IX. **Old Business**

- Formation of Finance Committee of Board and Library Administrators

Grala said she would schedule the first meeting of the committee for January 2021 due to conflicts with the December holidays.

X. New Business

1. Overhead Garage Door quotes, review, and approval of project
Jakacki presented the three quotes for replacing the overhead garage door and opener. Only one proposal included a slot for a mail drop for newspapers, which is a priority for preventing theft or rain damage. That proposal's door had the best insulation value. Jakacki had budgeted \$12,000 for the project and the quoted price is \$9,470. Leccese moved and Murphy seconded a motion to approve the proposal from Door Tech with a cost not to exceed \$9,470.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

2. Approval of Resolution 2020/2021-1 Essential Governmental Functions of the McHenry Public Library District during the Covid-19 Crisis
Governor Pritzker's guidelines for governmental units said that governmental units should define their own essential services. The resolution defines those essential services. Leccese moved and Grala seconded a motion to approve Resolution 2020/2021-1 Essential Governmental Functions of the McHenry Public Library District during the Covid-19 Crisis
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

3. Approval of Resolution 2020/2021-2 Resolution to honor Bill Edminster
Jakacki read the text of the resolution to the group.
Reilly moved and Grala seconded a motion to approve Resolution 2020/2021 Resolution to honor Bill Edminster.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

XI. Executive Session

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
Reilly moved and Murphy seconded a motion to go into executive session at 8:03 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

The Board took no action in Executive Session.

Grala moved and Stone seconded a motion to come out of executive session at 8:52 p.m.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

XII. Any and All Other Business That May Properly Come Before the Board
None

XIII. Adjournment
Reilly moved and Grala seconded a motion to adjourn the meeting at 8:55 p.m.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

December 31, 2020

McHenry Public Library District
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	294,323.65
1060200 · MM - Spec Reserve	1,873,757.86
1060300 · MM - Grant & Gift	457,551.69
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Total 1060 · First Midwest Bank-Money Market	2,625,633.20
1070100 · HSA/Building - First Midwest	2,434.94
1615100 · General Account - First Midwest	52,787.33
1625100 · Payroll Account - First Midwest	55,949.94
1635100 · Imprest Account - First Midwest	4,802.00
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Total Checking/Savings	2,741,607.41
Other Current Assets	
1005100 · Petty Cash	800.00
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Total Other Current Assets	800.00
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Total Current Assets	2,742,407.41
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TOTAL ASSETS	<u>2,742,407.41</u>
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LIABILITIES & EQUITY	
Equity	
3010100 · Fund Balance - General	42,638.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
Net Income	87,237.70
	<hr/>
Total Equity	2,742,407.41
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>2,742,407.41</u>

**McHenry Public Library District
Monthly Income & Expenses by Class**

December 2020

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	21,902.89	0.00	0.00	21,902.89
6020200 · Developer Fees	0.00	14,418.00	0.00	14,418.00
6030100 · Interest Income - General	6.65	0.00	0.00	6.65
6030200 · Interest Income - Spec Reserve	0.00	70.74	0.00	70.74
6030300 · Interest Income - Grant & Gifts	0.00	0.00	15.02	15.02
6050100 · Fines and Fees	64.18	0.00	0.00	64.18
6070300 · General Fund Gifts	0.00	0.00	750.00	750.00
6105100 · Retiree Insurance Payments	87.42	0.00	0.00	87.42
6131100 · Misc Other Income - General	(5,246.98)	0.00	0.00	(5,246.98)
6150100 · Lost & Damaged Materials	162.98	0.00	0.00	162.98
6160100 · SOLAR PANELS CREDITS	1,200.00	0.00	0.00	1,200.00
Total Income	18,177.14	14,488.74	765.02	33,430.90
Gross Profit	18,177.14	14,488.74	765.02	33,430.90
Expense				
8010100 · Adult Books	8,339.23	0.00	0.00	8,339.23
8020100 · Youth Books	499.33	0.00	0.00	499.33
8025100 · Professional Resources	275.00	0.00	0.00	275.00
8030100 · Magazines & Newspapers	137.84	0.00	0.00	137.84
8040300 · Operating Fund Gifts	0.00	0.00	627.98	627.98
8050100 · Adult AV Materials	2,173.47	0.00	0.00	2,173.47
8080100 · Video Games	2,440.00	0.00	0.00	2,440.00
8090100 · eBook & eMagazine Services	2,264.09	0.00	0.00	2,264.09
8095100 · Electronic Resources	(2,332.51)	0.00	0.00	(2,332.51)
8120100 · Library Supplies	146.14	0.00	0.00	146.14
8130100 · Tech Services Supplies	1,274.88	0.00	0.00	1,274.88
8140100 · Adult Programs & Supplies	414.47	0.00	0.00	414.47
8145100 · Circulation Supplies	124.80	0.00	0.00	124.80
8150100 · Youth Programs & Supplies	590.56	0.00	0.00	590.56
8275100 · Public Pmt Processing Fees	71.33	0.00	0.00	71.33
8320100 · VOIP Phone Service	1,626.94	0.00	0.00	1,626.94
8325100 · Internet/Phone Services	1,779.07	0.00	0.00	1,779.07
8410100 · Accounting/Payroll/Audit Serv	3,704.78	0.00	0.00	3,704.78
8420100 · Legal Services	1,085.00	0.00	0.00	1,085.00
8530100 · Public Notices/Ads legal/job	245.00	0.00	0.00	245.00
8540100 · Postage/Shipping	350.50	0.00	0.00	350.50
8550100 · Public Relations/Promotions	203.53	0.00	0.00	203.53
8610100 · Electricity	1,573.79	0.00	0.00	1,573.79
8620100 · Gas	815.36	0.00	0.00	815.36
8640100 · Water & Sewer	524.09	0.00	0.00	524.09
8740100 · Building Maintance	3,397.04	0.00	0.00	3,397.04
8745100 · Grounds Maintenance	197.35	0.00	0.00	197.35
8750100 · General Operations Maintenance	3,332.51	0.00	0.00	3,332.51
8760100 · Hospitality	(5,242.03)	0.00	0.00	(5,242.03)
8800311 · Adult Materials - Per Capita	0.00	0.00	342.11	342.11
8800331 · Staff Software - Per Capita	0.00	0.00	739.00	739.00
8910100 · Salaries	119,664.23	0.00	0.00	119,664.23
8920100 · FICA/Medicare	8,873.93	0.00	0.00	8,873.93
8930100 · IMRF	13,425.50	0.00	0.00	13,425.50
8940100 · Health & Life Insurance	28,060.71	0.00	0.00	28,060.71
8955100 · Telecommute Reimbursements	1,490.00	0.00	0.00	1,490.00
8960100 · Memberships & Dues	100.00	0.00	0.00	100.00
8980100 · Continuing Education (Mtg/Conf)	(118.27)	0.00	0.00	(118.27)
9060100 · Library Furnishings	421.00	0.00	0.00	421.00
9080100 · Small Equipment Under \$250	81.49	0.00	0.00	81.49

McHenry Public Library District
Monthly Income & Expenses by Class
December 2020

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
Total Expense	202,010.15	0.00	1,709.09	203,719.24
Net Ordinary Income	(183,833.01)	14,488.74	(944.07)	(170,288.34)
Net Income	<u>(183,833.01)</u>	<u>14,488.74</u>	<u>(944.07)</u>	<u>(170,288.34)</u>

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
Fiscal Year 2020 - 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,646,432.49	3,180,662.29	(1,534,229.80)	51.8%
6020200 · Developer Fees	14,418.00	50,000.00	(35,582.00)	28.8%
6030100 · Interest Income - General	6.65	1,000.00	(993.35)	0.7%
6030200 · Interest Income - Spec Reserve	432.79	1,000.00	(567.21)	43.3%
6030300 · Interest Income - Grant & Gifts	85.33	500.00	(414.67)	17.1%
6035100 · Dividends	112.00	500.00	(388.00)	22.4%
6040100 · Nonresident/Enhanced Cards	180.00	500.00	(320.00)	36.0%
6050100 · Fines and Fees	2,721.16	12,000.00	(9,278.84)	22.7%
6055100 · Referral/Collection Fees	10.00	1,000.00	(990.00)	1.0%
6060100 · Copy/Scan/Fax/Notary Income	702.00	22,000.00	(21,298.00)	3.2%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,400.83	15,000.00	(13,599.17)	9.3%
6090100 · Annex/Impact/Operating Fees	3,275.00	10,000.00	(6,725.00)	32.8%
6105100 · Retiree Insurance Payments	2,403.90	15,000.00	(12,596.10)	16.0%
6110100 · Program Fees/Misc Fees	0.00	4,200.00	(4,200.00)	0.0%
6120100 · Meeting Room Fees	0.00	1,500.00	(1,500.00)	0.0%
6130100 · Misc Income-General(Sales/Fees)	0.00	6,000.00	(6,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6150100 · Lost & Damaged Materials	913.56	5,500.00	(4,586.44)	16.6%
6157100 · CCS/LLSAP Income	3,122.38	25,000.00	(21,877.62)	12.5%
6160100 · SOLAR PANELS CREDITS	1,200.00	2,000.00	(800.00)	60.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
Total Income	1,729,944.84	3,490,362.29	(1,760,417.45)	49.6%
Gross Profit	1,729,944.84	3,490,362.29	(1,760,417.45)	49.6%
Expense				
8010100 · Adult Books	31,032.38	65,000.00	(33,967.62)	47.7%
8020100 · Youth Books	25,987.66	50,000.00	(24,012.34)	52.0%
8025100 · Professional Resources	275.00	2,500.00	(2,225.00)	11.0%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	11,192.39	16,500.00	(5,307.61)	67.8%
8040300 · Operating Fund Gifts	926.19	50,000.00	(49,073.81)	1.9%
8050100 · Adult AV Materials	10,665.32	39,000.00	(28,334.68)	27.3%
8060100 · Youth AV Materials	4,218.36	13,500.00	(9,281.64)	31.2%
8080100 · Video Games	3,896.25	14,700.00	(10,803.75)	26.5%
8090100 · eBook & eMagazine Services	24,557.78	70,000.00	(45,442.22)	35.1%
8095100 · Electronic Resources	28,503.35	75,000.00	(46,496.65)	38.0%
8120100 · Library Supplies	2,278.00	5,500.00	(3,222.00)	41.4%
8130100 · Tech Services Supplies	14,000.51	27,500.00	(13,499.49)	50.9%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	4,567.80	12,500.00	(7,932.20)	36.5%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	416.17	2,000.00	(1,583.83)	20.8%
8147100 · Summer Reading Club	1,982.75	7,000.00	(5,017.25)	28.3%
8150100 · Youth Programs & Supplies	1,406.27	12,500.00	(11,093.73)	11.3%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	56,374.62	52,500.00	3,874.62	107.4%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	30.00	500.00	(470.00)	6.0%
8275100 · Public Pmt Processing Fees	250.34	500.00	(249.66)	50.1%
8310100 · CCS/Polaris/OCLC	34,711.86	72,000.00	(37,288.14)	48.2%
8320100 · VOIP Phone Service	8,069.92	24,000.00	(15,930.08)	33.6%
8325100 · Internet/Phone Services	6,263.76	15,000.00	(8,736.24)	41.8%
8410100 · Accounting/Payroll/Audit Serv	22,668.54	26,500.00	(3,831.46)	85.5%

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
Fiscal Year 2020 - 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8420100 · Legal Services	1,360.00	10,000.00	(8,640.00)	13.6%
8430100 · Other Consulting Fees	2,895.00	15,000.00	(12,105.00)	19.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	6,469.00	26,000.00	(19,531.00)	24.9%
8530100 · Public Notices/Ads legal/job	812.50	1,500.00	(687.50)	54.2%
8540100 · Postage/Shipping	4,239.54	13,000.00	(8,760.46)	32.6%
8545100 · Printing/Copier Supplies	98.75	8,500.00	(8,401.25)	1.2%
8550100 · Public Relations/Promotions	1,045.86	7,500.00	(6,454.14)	13.9%
8610100 · Electricity	11,759.86	22,000.00	(10,240.14)	53.5%
8620100 · Gas	2,106.23	8,000.00	(5,893.77)	26.3%
8630100 · Telephone & Internet Services	0.00	712.85	(712.85)	0.0%
8640100 · Water & Sewer	1,738.75	5,000.00	(3,261.25)	34.8%
8720100 · Building/Auto Insurance	30,186.00	34,000.00	(3,814.00)	88.8%
8730100 · Bonding & Officers Liability	20.00	2,500.00	(2,480.00)	0.8%
8740100 · Building Maintenance	15,847.90	47,500.00	(31,652.10)	33.4%
8745100 · Grounds Maintenance	9,543.77	17,000.00	(7,456.23)	56.1%
8750100 · General Operations Maintenance	19,149.47	40,000.00	(20,850.53)	47.9%
8760100 · Hospitality	(2,625.88)	3,500.00	(6,125.88)	(75.0)%
8770100 · Library Lost/Damaged Materials	28.01	500.00	(471.99)	5.6%
8795100 · Miscellaneous	17.20	750.00	(732.80)	2.3%
8800311 · Adult Materials - Per Capita	2,263.91	13,132.00	(10,868.09)	17.2%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	844,889.74	1,630,000.00	(785,110.26)	51.8%
8920100 · FICA/Medicare	60,931.06	117,500.00	(56,568.94)	51.9%
8930100 · IMRF	92,941.03	195,000.00	(102,058.97)	47.7%
8940100 · Health & Life Insurance	184,372.26	350,000.00	(165,627.74)	52.7%
8945100 · Employment Screening	146.90	1,000.00	(853.10)	14.7%
8950100 · Tuition Reimbursement	436.00	16,500.00	(16,064.00)	2.6%
8955100 · Telecommute Reimbursements	1,490.00	12,600.00	(11,110.00)	11.8%
8960100 · Memberships & Dues	2,514.94	4,500.00	(1,985.06)	55.9%
8970100 · Travel	170.08	5,000.00	(4,829.92)	3.4%
8980100 · Continuing Education (Mtg/Conf)	1,436.45	3,250.00	(1,813.55)	44.2%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	660.72	12,500.00	(11,839.28)	5.3%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	5,691.33	11,500.00	(5,808.67)	49.5%
9080100 · Small Equipment Under \$250	91.37	5,000.00	(4,908.63)	1.8%
9090100 · ADTL Capital Projects/Equipment	0.00	40,000.00	(40,000.00)	0.0%
Total Expense	1,643,347.14	3,492,941.60	(1,849,594.46)	47.0%
Net Ordinary Income	86,597.70	(2,579.31)	89,177.01	(3,357.4)%
Net Income	86,597.70	(2,579.31)	89,177.01	(3,357.4)%

FY 2020/21 Statement of Revenue and Expenses by Class

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,646,432.49	0.00	0.00	1,646,432.49
6020200 · Developer Fees	0.00	14,418.00	0.00	14,418.00
6030100 · Interest Income - General	6.65	0.00	0.00	6.65
6030200 · Interest Income - Spec Reserve	0.00	432.79	0.00	432.79
6030300 · Interest Income - Grant & Gifts	0.00	0.00	85.33	85.33
6035100 · Dividends	112.00	0.00	0.00	112.00
6040100 · Nonresident/Enhanced Cards	180.00	0.00	0.00	180.00
6050100 · Fines and Fees	2,721.16	0.00	0.00	2,721.16
6055100 · Referral/Collection Fees	10.00	0.00	0.00	10.00
6060100 · Copy/Scan/Fax/Notary Income	702.00	0.00	0.00	702.00
6070300 · General Fund Gifts	0.00	0.00	1,400.83	1,400.83
6090100 · Annex/Impact/Operating Fees	3,275.00	0.00	0.00	3,275.00
6105100 · Retiree Insurance Payments	2,403.90	0.00	0.00	2,403.90
6150100 · Lost & Damaged Materials	913.56	0.00	0.00	913.56
6157100 · CCS/LLSAP Income	3,122.38	0.00	0.00	3,122.38
6160100 · SOLAR PANELS CREDITS	1,200.00	0.00	0.00	1,200.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
Total Income	<u>1,661,079.14</u>	<u>14,850.79</u>	<u>54,014.91</u>	<u>1,729,944.84</u>
Gross Profit	1,661,079.14	14,850.79	54,014.91	1,729,944.84
Expense				
8010100 · Adult Books	31,032.38	0.00	0.00	31,032.38
8020100 · Youth Books	25,987.66	0.00	0.00	25,987.66
8025100 · Professional Resources	275.00	0.00	0.00	275.00
8030100 · Magazines & Newspapers	11,192.39	0.00	0.00	11,192.39
8040300 · Operating Fund Gifts	0.00	0.00	926.19	926.19
8050100 · Adult AV Materials	10,665.32	0.00	0.00	10,665.32
8060100 · Youth AV Materials	4,218.36	0.00	0.00	4,218.36
8080100 · Video Games	3,896.25	0.00	0.00	3,896.25
8090100 · eBook & eMagazine Services	24,557.78	0.00	0.00	24,557.78
8095100 · Electronic Resources	28,503.35	0.00	0.00	28,503.35
8120100 · Library Supplies	2,278.00	0.00	0.00	2,278.00
8130100 · Tech Services Supplies	14,000.51	0.00	0.00	14,000.51
8140100 · Adult Programs & Supplies	3,947.80	0.00	0.00	3,947.80
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	416.17	0.00	0.00	416.17
8147100 · Summer Reading Club	1,982.75	0.00	0.00	1,982.75
8150100 · Youth Programs & Supplies	1,406.27	0.00	0.00	1,406.27
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	56,374.62	0.00	0.00	56,374.62
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	250.34	0.00	0.00	250.34
8310100 · CCS/Polaris/OCLC	34,711.86	0.00	0.00	34,711.86
8320100 · VOIP Phone Service	8,069.92	0.00	0.00	8,069.92
8325100 · Internet/Phone Services	6,263.76	0.00	0.00	6,263.76
8410100 · Accounting/Payroll/Audit Serv	22,668.54	0.00	0.00	22,668.54
8420100 · Legal Services	1,360.00	0.00	0.00	1,360.00
8430100 · Other Consulting Fees	2,895.00	0.00	0.00	2,895.00
8510100 · Printing Services Outsourced	6,469.00	0.00	0.00	6,469.00
8530100 · Public Notices/Ads legal/job	812.50	0.00	0.00	812.50
8540100 · Postage/Shipping	4,239.54	0.00	0.00	4,239.54
8545100 · Printing/Copier Supplies	98.75	0.00	0.00	98.75
8550100 · Public Relations/Promotions	1,045.86	0.00	0.00	1,045.86
8610100 · Electricity	11,759.86	0.00	0.00	11,759.86
8620100 · Gas	2,106.23	0.00	0.00	2,106.23
8640100 · Water & Sewer	1,738.75	0.00	0.00	1,738.75

McHenry Public Library District
FY 2020/21 Statement of Revenue and Expenses by Class
July through December 2020

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
8720100 · Building/Auto Insurance	30,186.00	0.00	0.00	30,186.00
8740100 · Building Maintance	15,847.90	0.00	0.00	15,847.90
8745100 · Grounds Maintenance	9,543.77	0.00	0.00	9,543.77
8750100 · General Operations Maintenance	19,149.47	0.00	0.00	19,149.47
8760100 · Hospitality	(2,625.88)	0.00	0.00	(2,625.88)
8770100 · Library Lost/Damaged Materials	28.01	0.00	0.00	28.01
8795100 · Miscellaneous	17.20	0.00	0.00	17.20
8800311 · Adult Materials - Per Capita	0.00	0.00	2,263.91	2,263.91
8800321 · Youth Materials - Per Capita	0.00	0.00	193.54	193.54
8800331 · Staff Software - Per Capita	0.00	0.00	2,689.00	2,689.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	844,889.74	0.00	0.00	844,889.74
8920100 · FICA/Medicare	60,931.06	0.00	0.00	60,931.06
8930100 · IMRF	92,941.03	0.00	0.00	92,941.03
8940100 · Health & Life Insurance	184,372.26	0.00	0.00	184,372.26
8945100 · Employment Screening	146.90	0.00	0.00	146.90
8950100 · Tuition Reimbursement	436.00	0.00	0.00	436.00
8955100 · Telecommute Reimbursements	1,490.00	0.00	0.00	1,490.00
8960100 · Memberships & Dues	2,514.94	0.00	0.00	2,514.94
8970100 · Travel	170.08	0.00	0.00	170.08
8980100 · Continuing Education (Mtg/Conf)	1,436.45	0.00	0.00	1,436.45
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	660.72	0.00	0.00	660.72
9070100 · Library Equipment	5,691.33	0.00	0.00	5,691.33
9080100 · Small Equipment Under \$250	91.37	0.00	0.00	91.37
Total Expense	<u>1,593,951.46</u>	<u>37,563.20</u>	<u>11,192.48</u>	<u>1,642,707.14</u>
Net Ordinary Income	<u>67,127.68</u>	<u>(22,712.41)</u>	<u>42,822.43</u>	<u>87,237.70</u>
Net Income	<u>67,127.68</u>	<u>(22,712.41)</u>	<u>42,822.43</u>	<u>87,237.70</u>

McHenry Public Library District
Statement of Revenues and Expenditures
 Fiscal Year 2020-2021 - Grant and Gift

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	85.33	500.00	(414.67)	17.1%
6070300 · General Fund Gifts	1,400.83	15,000.00	(13,599.17)	9.3%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
Total Income	<u>54,014.91</u>	<u>146,500.00</u>	<u>(92,485.09)</u>	<u>36.9%</u>
Gross Profit	54,014.91	146,500.00	(92,485.09)	36.9%
Expense				
8040300 · Operating Fund Gifts	926.19	50,000.00	(49,073.81)	1.9%
8800311 · Adult Materials - Per Capita	2,263.91	13,132.00	(10,868.09)	17.2%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
Total Expense	<u>11,192.48</u>	<u>163,528.75</u>	<u>(152,336.27)</u>	<u>6.8%</u>
Net Ordinary Income	<u>42,822.43</u>	<u>(17,028.75)</u>	<u>59,851.18</u>	<u>(251.5)%</u>
Net Income	<u><u>42,822.43</u></u>	<u><u>(17,028.75)</u></u>	<u><u>59,851.18</u></u>	<u><u>(251.5)%</u></u>

**McHenry Public Library District
 INTERIM CHECKS ISSUED - December 2020
 (NOT INCLUDED ON BILL REPORT)**

Account - Money Market		<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
<u>VENDOR</u>	<u>DESCRIPTION</u>				
	(no checks written on this account)				
	subtotal for account	\$ -			

Account - General Fund		<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
<u>VENDOR</u>	<u>DESCRIPTION</u>				
First Communications	VOIP Phones	\$ 1,626.94	8320-100	12/04/20	EFT
	subtotal for account	\$ 1,626.94			

Account - HSA/Building		<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	employee contributions HSA	\$ 1,936.38	8940-100	12/15/20	EFT
First Midwest Bank	employee contributions HSA	\$ 1,936.38	8940-100	12/28/20	EFT
	subtotal for account	\$ 3,872.76			

Account - Payroll		<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
<u>VENDOR</u>	<u>DESCRIPTION</u>				
IL Municipal Retirement Fund IMRF		\$ 20,699.00	8930-100	12/07/20	EFT
IL Municipal Retirement Fund IMRF		\$ 30,597.86	8930-100	12/30/20	EFT
	subtotal for account	\$ 51,296.86			

Account - Imprest		<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
<u>VENDOR</u>	<u>DESCRIPTION</u>				
Thomson Reuters - West	Adult Books	\$ 198.00	8010-100	12/18/20	1207
	subtotal for account	\$ 198.00			

GRAND TOTAL CHECKS ISSUED \$ 56,994.56

BANKCARD PROCESSING CENTER					
January 2021					
Name	Vendor	Date	Amount	Line	Subtotal
JAKACKI	GRAMMARLY CO6ISAJZE	12/27/2020	\$ 139.95	8025-100	\$ 139.95
MILFAJT	SHAW SUBURBAN MEDIA-SUBS	12/22/2020	\$ 67.59	8030-100	\$ 67.59
STRAIN	DisneyPLUS	12/29/2020	\$ 7.00	8095-100	
STRAIN	HLU*Hulu 1804006098567-U	12/30/2020	\$ 11.99	8095-100	
STRAIN	Netflix.com	12/29/2020	\$ 15.99	8095-100	
TERRILL	DisneyPLUS	12/26/2020	\$ 7.00	8095-100	
TERRILL	DisneyPLUS	12/20/2020	\$ 7.00	8095-100	
TERRILL	DisneyPLUS	12/12/2020	\$ 7.00	8095-100	
TERRILL	HLU*Hulu 1592603295870-U	12/13/2020	\$ 11.99	8095-100	
TERRILL	HLU*Hulu 1597220921399-U	12/20/2020	\$ 11.99	8095-100	
TERRILL	HLU*Hulu 1802467692615-U	12/26/2020	\$ 11.99	8095-100	
TERRILL	Netflix.com	12/26/2020	\$ 15.99	8095-100	
TERRILL	Netflix.com	12/20/2020	\$ 15.99	8095-100	
TERRILL	Netflix.com	12/12/2020	\$ 17.99	8095-100	\$ 141.92
LAMBERT	THE LIBRARY STORE INC.	12/8/2020	\$ (13.42)	8130-100	
MILFAJT	MENARDS FOX LAKE IL	12/7/2020	\$ 2.07	8130-100	\$ (11.35)
TERRILL	MEETUP ORG SUB 6M	1/3/2021	\$ 98.94	8140-100	\$ 98.94
JAKACKI	SAMS CLUB #6339	12/28/2020	\$ 25.08	8145-100	\$ 25.08
JAKACKI	WALMART GROCERY	12/14/2020	\$ 10.59	8150-100	\$ 10.59
LAMBERT	THE UPS STORE 4064	1/4/2021	\$ 35.79	8550-100	\$ 35.79
JAKACKI	DON'S SUBS LLC	1/3/2021	\$ 223.07	8760-100	
JAKACKI	WALMART GROCERY	12/14/2020	\$ 25.54	8760-100	
MAY	VANILLAGIFT.COM	12/26/2020	\$ 233.95	8760-100	\$ 482.56
MAY	STATELINE SHRM	12/10/2020	\$ 195.00	8960-100	
STRAIN	AMERLIBASSOC ECOMMERCE	12/9/2020	\$ 225.00	8960-100	\$ 420.00
BANKCARD PROCESSING CENTER			\$1,411.07	Total	\$1,411.07
P O BOX 31021					
TAMPA, FL 33631-3021					



McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

Kimberly Meadows
713 North Mill Street, Apt. 1B
McHenry, IL 60050
December 21, 2020

Dear Kimberly Meadows:

The Board and staff of McHenry Public Library have purchased books in memory of your father, Danny Little. We also received donations from Kathy Milfajt and Deb Gunness to purchase books.

We use the donation from the Board and staff to order *Attracting Birds and Butterflies: How to Plant a Backyard Habitat to Attract Winged Wildlife* by Barbara Ellis; *The Atlas of Amazing Birds* by Matt Sewall; *Audubon Birding Adventures for Kids: Activities and Ideas for Watching, Feeding, and Housing Our Feathered Friends* by Elissa Wolfson and Margaret Barker; *Backroads and Byways of Ohio: Drives, Day Trips, and Weekend Excursions* by Matt Forster; *Bird Watch: What Will You Find* from Storey Publishing; *How to Find a Bird* by Jennifer Ward and Diana Sudyka; and *Vesper Flights: New and Collected Essays* by Helen MacDonald

We used the donation from Kathy Milfajt to order *Owls of the Eastern Ice: A Quest to Find and Save the World's Largest Owl* by Jonathan Slaght and the donation from Deb Gunness to order *Barnstorming Ohio: To Understand America* by David Giffels.

We will put bookplates in each book as they arrive to commemorate your father and the regard that the donors have toward you and your father.

I regret that it has taken so long to place the order and I want to assure you that it was because of the current circumstances and not because of any lack of regard for you and your family.

Sincerely,

Bill Edminster
Assistant Director



McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

Kathy Milfajt
P.O. Box 115
Spring Grove, IL 60081
December 21, 2020

Dear Kathy Milfajt:

The McHenry Public Library has used your donation in memory of Danny Little, father of Kimberly Meadows to purchase *Owls of the Eastern Ice: A Quest to Find and Save the World's Largest Owl* by Jonathan Slaght.

We will put a bookplate in the book to commemorate your donation and the regard you feel toward Kimberly Meadows and her family. The many users of this book will appreciate your donation and your regard.

We appreciate your donation very much. I wish to apologize for the delay in ordering the book.

Sincerely,

Bill Edminster
Assistant Director



**McHenry Public Library
District**

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036

Deb Gunness
203 South Valley Road
McHenry, IL 60050
December 21, 2020

Dear Deb Gunness:

The McHenry Public Library has used your donation in memory of Danny Little, father of Kimberly Meadows to purchase *Barnstorming Ohio: To Understand America* by David Giffels.

We will put a bookplate in the book to commemorate your donation and the regard you feel toward Kimberly Meadows and her family. The many users of this book will appreciate your donation and your regard.

We appreciate your donation very much. I wish to apologize for the delay in ordering the book.

Sincerely,

Bill Edminster
Assistant Director



McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

Gabriela Sparacio
4807 South Ridgeway Road
Ringwood, IL 60072
December 11, 2020

Dear Gabriela Sparacio:

I am writing on behalf of McHenry Public Library to thank you for your donation of \$750. We will use your donation to purchase two devices to convert audio cassette to digital files, two devices to convert VHS cassettes to digital files, and one device to convert 8 mm. film to digital files.

We will circulate these devices to our patrons to allow them to convert old storage media to digital formats that will be more convenient and durable, as well as let them share memories with family and friends. We will affix a bookplate to each device so that the many users can appreciate your donation.

We appreciate your having chosen us to receive this donation, which will support our mission to facilitate genealogy and local history research.

Thank you again.

Sincerely,

Bill Edminster
Assistant Director

McHenry Public Library District

LIBRARIAN'S REPORT

December 2020

Administration

- B. Edminster retired on 12/30/2020
- B. Edminster met with B. Majka for a brief sync-up, 12/1
- B. Edminster led his last Collection Development meeting, 12/1
- B. Edminster wrote to congratulate a local patron for completing his Career Online High School classwork and achieving his high school diploma, 12/2
- B. Edminster, P. Strain, and Z. Terrill interviewed a candidate for Career Online High School after she had finished the pre-requisite class, 12/2
- B. Edminster took minutes at his last Managers Meeting, 12/8
- B. Edminster attended a sync-up with L. Jakacki, D. Grandon, and K. Krewer, 12/9
- B. Edminster attended annual Sexual Harassment Training, 12/10
- B. Edminster attended an All-Staff In-Service meeting, 12/10
- B. Edminster took minutes at his last Library Board meeting, 12/15
- B. Edminster attended his last PR sync-up, 12/16
- L. Jakacki and B. Edminster discussed K. Lambert's evaluation with her, 12/16
- B. Edminster answered K. Milfajt's questions about how to prepare documents he had been doing for the library's audit, 12/17
- B. Edminster attended his last In-Service committee meeting, 12/17
- B. Edminster served as greeter for Technology Appointments and curbside pickups, 12/21, 12/28
- B. Edminster led his last Classic Book Discussion meeting in a talk about *Cold Comfort Farm* by Stella Gibbons, 12/21
- B. Edminster met with S. Claucherty for a sync-up, 12/22
- B. Edminster met with J. May for his exit interview, 12/22
- L. Jakacki completed her 4-part IMRF authorized agent training
- L. Jakacki hosted the December All Staff Town Hall Meeting. Topics that we discussed were Serving Out Public 4.0 Chapter 5-8; Inclement Weather; COVID-19 updates, and importance of feedback
- L. Jakacki successfully completed her annual Open Meeting Act Training from the IL Attorney General
- L. Jakacki and Z. Terrill completed their applications to become Notaries for the Library's Official Business

Adult Services

- In collaboration with District 15's Bilingual Parent Advisory Community and Community Youth Network Grayslake, M. Puga and A. Moreno-Lomeli organized a Facebook Live event about stress management techniques. They invited a patron from the library to share their experience as a parent and e-learning at home. They currently have 73 views on the event.

- P. Strain co-led the Mystery Book Group discussion of *Spirit of Steamboat* by Craig Johnson. While not technically a mystery, the group appreciated seeing another side of the Walt Longmire series characters framed in the setting of a perilous Christmas Eve flight for life.
- Z. Terrill is happy to report that patrons are finally taking advantage of our Readers' Advisory services. We have had a few Readers' Advisory forms submitted but also have recently had patrons begin to ask the library staff to make suggestions as they cannot come into the library to browse. We are eager to hear patron feedback on our suggestions.
- A patron called us to find more information about his Medicare plan. E. Bily navigated the provider's website and found a PDF of the handbook. The patron is currently unable to physically come and pick up a printed handbook, and did not want to be e-mailed a copy, but appreciated that in the future, we would be able to provide this resource. In the meantime, E. Bily offered a phone number for the patron to request a handbook be mailed to him.
- As part of our temporarily revised services, patrons can make 30 minute Technology Appointments to use our computers, scanner, fax or copiers. In December we served 171 patrons on site.
- Public Service staff engaged in 208 live chats during December.

Building Services

- G.Pease has Returned to work!
- G.Garza has been integral in keeping up with the disinfection schedule.
- S.Claucherty Relocated Quarantine area to the Discovery Hub
- S.Claucherty relocated the collection bins.
- H/Vac Preventative Maintenance Completed
- Heat Exchanger (Rtu) Replaced! Economizer sequencer (cabinet Heater) Repaired!
- Emergency systems annual inspection Passed!
- G.Garza is scheduled for Lift truck Certification in January.

Circulation

- Circulation staff attended Town Hall meeting 12/1
- L. Horist attended Reaching Forward meeting 12/4
- B. Majka attended Managers Meeting 12/8
- Circulation staff attended Library Inservice 12/10
- B. Majka attended Board Meeting 12/15
- C. Lenzie attended Library Inservice Meeting 12/17
- Circulation staff reviewed Sexual Harassment Prevention training throughout the month

Human Resources

- Met with our Auditors on 12/1 to discuss payroll and our processes
- Attended our Townhall Meeting on 12/1 with the staff
- Attended a virtual HR Library Round Table Meeting through HR Source on 12/3
- Attended the IMRF Employer Rates and Legislation Webinar on 12/8
- Attended our Managers Meeting on 12/8
- Assisted and participated in our first virtual In-Service meeting for staff on 12/10
- Met with departments throughout the month to review Sexual Harassment Prevention training and what do to if it happens in our library

- Worked on and completed action items related to IMRF 2019 audit findings

Public Relations

- Produced the Winter 2020/2021 *Preface* library newsletter, which was mailed to 21,000 households on December 12.
- Created and e-mailed 4 e-newsletters to nearly 4,000 patrons who have subscribed
- Promoted upcoming virtual programs via various media
- Posted to our social media accounts as needed
- Updated website as needed
- Updated outdoor/indoor signage as needed
- Replaced damaged outdoor signs for curbside and book returns
- Edited some documents for Jen M.
- Editing Safety & Security Manual
- Met with Bill, Lesley, Pam, Zach and Anna for biweekly sync-ups on December 2 & 16.
- Met with Bill and Lesley for annual performance evaluation on December 16.
- Attended the 12/1 Town Hall Staff Meeting
- Attended the 12/8 Management Team Meeting
- Attended the 12/10 In-Service staff meeting
- Attended the December 15 Board of Trustees Meeting
- Participated in Sexual Harassment Training
- Acted as “greeter” two afternoons of the month

Technical Services

- Due to vacations and training of our newest Team member, our monthly numbers are down.
- K. Meadows and K. Walker served as Technology Appointment Greeters, 12/15, 12/23, 12/26, 12/29, and 12/30.
- K. Meadows, P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the All Staff Town Hall, 12/1.
- K. Milfajt participated in the Collection Development Committee meeting, 12/1.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, on 12/4 and 12/11. J. May presented the annual sexual harassment review at our 12/11 meeting, which was also attended by E. Wacaser.
- K. Milfajt participated in the MPLD Management Team Meeting, 12/8.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the MPLD Staff In-service, 12/10.
- K. Walker conducted the virtual Dungeons and Dragons program, 12/15.
- K. Milfajt attended the MPLD Board meeting, 12/15.
- K. Milfajt had a sync up with B. Edminster, 12/16.
- K. Walker participated in the MPLD In Service Committee meetings, 12/17.
- K. Milfajt met with B. Edminster to discuss the collection audit, 12/17.
- Yay! We survived 2020!!

Technology

- IT Dept. attended the staff townhall on 12/1.
- D. Grandon attended the Management meeting on 12/8.

- Sexual Harassment follow-up on 12/10.
- D. Grandon attended the staff In-Service on 12/10 and was also the emcee.
- K. Krewer attended the staff In-Service on 12/10.
- D. Grandon attended a virtual Unitrends training on 12/10.
- D. Grandon attended the board meeting on 12/15.
- K. Krewer door greeter duty on 12/19.
- Unitrends maintenance on 12/23.

Youth Services

- The After-School Supper program served 316 meals in December. Of those meals, 94 were served during our Winter Break Meal Box program on 12/21 and 12/28, where kids could receive a box with seven days worth of meals and activities. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal as well as 120 packets of activities for our Winter Break Meal Box distribution.
- Interest in our programs saw a dramatic increase this month and patrons have expressed enthusiasm for our activity kits. J. Einoris had a positive interaction with a patron in which she was able to pull aside leftover kits as well as recommend other appropriate programs for the patron's children.
- M. Puga and A. Moreno (AS) collaborated with McHenry D15 BPAC on their presentation, *Estrategias para afrontar el estrés en tiempos difíciles*, which had over 150 views
- S. Baseley and J. Hume collaborated on two very successful December programs, the *Winter Bash* program (12/23) and *Noon Year's Eve Party* (12/30) which combined had a total of 35 attendees. B. Edminster (Admin) made a special appearance as Santa for the former.
- The YS Department as a whole collaborated to create a special [Let There Be Light](#) program, in which each staff member highlighted a different winter holiday. S. Baseley helped select books and design the craft while A. Karwowska edited the video. S. Roitberg (TS) also volunteered to talk about Hanukkah.
- The YS Department participated in the annual mandated Sexual Harassment training
- The YS Department attended 45.5 hours of CE. Highlights include:
 - *All Learners Welcome, Librarians Serving At Home Learners and Homeschool Families Meeting*
 - *The Black Friend: on Being a Better White Person Webinar*
 - *Strengthen Equity, Diversity, and Inclusion Practice Through Self-Paced Learning*
 - M. Puga attended the *Guadalajara International Book Fair (FIL)* virtually

Upcoming Events and Projects

- January Town Hall Meeting
- Annual mandated Sexual Harassment training for all library staff and board

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Reference Service Checklist

- ✓ All basic services are available when the library is open.

The library has a reference service policy.

Make sure that the Reference and Readers' Advisory policies are reviewed biennially.

- ✓ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

- ✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

Need to address concerns of accessibility for those with disabilities throughout the Library and its services.

- ✓ The library provides easy access to accurate and up-to-date community information.

The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

Retain the Northwest Herald and McHenry Chronicle for six months

The library provides access to local ordinances or codes of all municipalities within its service boundaries.

They are available online on various local government websites. Adult Services staff will add web links to these ordinances and codes on the Library's website.

The library provides access to local and state maps.

Adult Services Staff will make print and digital collections more readily available to the patrons.

The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

They are available online on various local government websites. Adult Services staff will add web links to these meetings on the Library's website.

- ✓ The library provides voter information, including precinct boundaries and the location of polling places.

- ✓ The library provides information about local history and events.

- ✓ The library has at least one current reference resource for each subject area.

- ✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

- ✓Staff members are encouraged to attend at least one relevant continuing education event each year.

The library evaluates its reference service on an annual basis.

We do assess our reference services informally, but we should do it more formally every year.

Reader's Advisory Service Checklist

- ✓All basic services are available when the library is open.

The library has competently trained staff that has thorough knowledge of popular authors and titles.

Need ongoing training and practice to become more familiar with a wider breadth of knowledge of popular authors and timely readers advisory service

The library maintains a well-rounded collection of both fiction and nonfiction titles.

Adult Services will start looking into completing EDI audits.

- ✓The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

- ✓The library maintains a basic collection of reader's advisory reference materials.

- ✓All staff members attend at least one relevant continuing education event each year.

Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

Readers Advisory staff members will work on embedding themselves in community organizations.

- ✓Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

- ✓The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

Programming Checklist

- ✓Library programs are provided free of charge, or on a cost-recovery basis.

- ✓Library programs are located in a physically accessible location.

Yes, our meeting rooms are accessible, one concern is the weight and position of the meeting room doors are difficult for those in wheelchairs, so look into the possibility of converting the doors to auto-assist

Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

Accommodations language is not noted in program descriptions nor Preface, assessing current accommodations, and how we can address concerns.

- ✓The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

✓The library presents educational, cultural, and recreational programs that reflect community needs and interests.

✓Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

The library provides outreach programs to specific populations who cannot visit the library.

The Library needs to continue to look at outreach services, especially for homebound/ transportation limited patrons. We also need to address remote access to physical services like return boxes and hold pick-up lockers in areas of the district that further away from the library.

✓The library has programming that seeks to serve children and their caregivers.

✓The library has programming that seeks to serve young adults.

✓The library has programming that seeks to serve adults and senior citizens.

✓The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

✓The library is encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

Youth/Young Adult Services Checklist

✓All basic youth services are available when the library is open.

✓The library provides staff trained in serving youth.

The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

Research Youth policies; Review policies on an informal basis but also create a formal review process.

✓The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

Yes, in the department - what about library-wide?

✓The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.

Which adaptive equipment/software do we have and offer? How can we market existing services (e.g., choice cards?)

The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

We always strive to eliminate barriers. The biggest one is library cards for kids, and we would like to investigate an Inter-Governmental Agreement with the schools to provide cards to all students.

The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

We assess our service to youth informally, but need to create a formal assessment tool

The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

Diversity includes differently-abled people; how can we better include them?

✓The library's programming is designed to reflect the needs and interests of youth in the community.

✓Library programs are provided free of charge or on a cost-recovery basis.

The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

Accommodations language is not noted in program descriptions nor Preface, assessing current accommodations, and how we can address concerns.

The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

Create a tool for needs-based assessment in Youth Services

✓The library strives to partner with youth-facing organizations in the community.

The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

Youth works well with the schools to provide this service either at the library or at the schools. We need to remind patrons and homeschool families of the library's ability to offer this service on a one-on-one basis.

✓The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

✓Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

✓Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

✓The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

The Library provides the most basic technology for youth. We need to become better aligned with what technology is being offered in the local school districts.

✓The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

The library strives to partner with and support local schools, including private schools and homeschoolers.

The Youth Department works well with the local schools, including private schools. We need to find ways to address the homeschooled students and their needs.

✓Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

✓The library provides a space specifically for use by children and families.

✓The shelving used for housing children's materials is appropriately sized to allow for easier access.

✓The library provides early literacy programming, including regular story time, for children and families.

✓The library provides programming which facilitates play and fun for children and families.

The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

We offer toys and puzzles in the Discovery Hub for use in the library, and we have an extensive collection of board games for in-library use. The Youth Department would like to offer literacy, activity, and STEAM kits for circulation but struggle with budget and space for this type of collection. Post-COVID, we would like to continue to offer some virtual programming to kids who cannot make it to the library. Also, we would like to make sensory kits available for in-library use, especially during programs.

✓The library provides a summer reading opportunity to encourage reading and learning during the summer.

✓The library provides a welcoming environment for young adults both individually and in groups.
more flexible teen spot restricted by space

✓The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

✓The library provides materials both physical and digital for young adults that are intended for them.

The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

McHenry is fortunate to have High Schools that offer many clubs and opportunities to teens in the community. The YS Department needs to find ways to support these initiatives through resource sharing or find what scope of Teen programming outside of what's offered at schools and outside 'entertainment' we can offer.

Chapter 12 Technology

Technology Checklist

✓Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

✓The library has: • a telephone, with a listing in the phone book; • a telephone voice mail and/or answering machine; • a fax and/or scanner; • a photocopier; • effective Internet access with sufficient capacity to meet the needs of both the staff and the public; • library and/or departmental email accounts for patron

communication with the library (the library email account is reviewed and responded to during library hours); • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • up-to-date computers for staff and public access with sufficient capacity to meet needs; • up-to-date printers for staff and public access with sufficient capacity to meet needs; • up-to-date antivirus and Internet security software protection installed on every library computer; • up-to-date Internet browsers, web applications, and plug-ins; • a valid email address, accessible via the library's website, for the library administrator; and • a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act.

The Library offers and complies with all of the above. We will continue to work on an ongoing review of the website to comply with ADA standards. We also need to be more proactive rather than reactive in planning for replacing technology through capital asset improvement and technology plans.

✓The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

We offer a sufficient number of public computers but need to work on providing accessible workstations.

✓The wait time for patron workstations does not exceed 15 to 30 minutes.

The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

We are currently reviewing cost-effectiveness.

✓The library provides 24/7 remote access to library services and resources through: • a web-accessible library catalog; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • appropriate regional, state, national, and international bibliographic databases; • other authenticated electronic resources that are available for direct patron use; and • virtual reference service, and/or text messaging services, and/or a library email account.

✓The library staff must be: • computer literate; • trained to use and assist patrons in the use of electronic resources and materials; and • accessible via email and/or through messaging services.

The Library has a technology core competencies checklist, and we need to make sure all staff can perform at these core levels and, if not, offer training to get them to the level required.

✓The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

The Library offers these classes in English and Spanish, but we need to provide the classes more frequently and various topics from basic computer usage to advance software instruction.

✓The library provides web links and access to regional and/or statewide initiatives including: • regional library system consortial web-based catalogs; • the CARLI academic library catalog (I-Share); • Illinois State Library-sponsored databases/e-resources; • other electronic collections as available; and • virtual reference service.

✓As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

✓The library has a board-adopted Internet acceptable use policy. The Internet acceptable use policy is reviewed annually.

The policy needs to be reviewed frequently to reflect technology changes.

✓The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

The Library provides an IT Budget annually, but we find the amount budgeted is insufficient for the department to carry out their daily operations and offer technology/hardware/software beyond the basic level.

✓The library maintains, troubleshoots, repairs, and replaces computer hardware and software.

Again we need to be proactive in replacement and preventive maintenance through a capital improvement and technology plan.

✓This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

Technology is part of the strategic plan but not addressed at the level needed to plan for current and future needs. We need technology and IT capital improvement plan.

✓The library continuously strives to improve its technological services, resources, and access.

An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to: • wireless access (Wi-Fi); • Internet connectivity upgrades sufficient for patron and staff use; • networking (local area vs. wide area); • library Intranet; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive; • patron self-checkout functionality; • new technologies/potential services; for example, social networking, makerspace, and mobile apps; • current and functional meeting room technology; • adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and • ongoing staff continuing education/training related to all aspects of technological services.

Technology needs to be consistently assessed for current and future needs. We need technology and IT capital improvement plan.

✓The library protects the integrity, safety, and security of its technological environment.

✓The library's automated catalog and its components comply with current state, national, and international standards.

✓The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

Marketing, Promotion, and Collaboration Checklist

✓The library has a communications plan that supports the library's long-range/strategic plan.

The Library does not have a separate marketing plan, but marketing is mentioned in the Library's strategic plan.

✓The library staff and trustees participate in two or more cooperative activities with other community organizations.

Library staff does frequently work with community groups. The trustees can let us know which groups they may be interested in working with, and we can help make contact.

✓The library's services and programs are promoted in the community. Check the applicable publicity methods. •flyers •brochures •website • newsletter •posters •banners •displays •podcasting •presentations •speeches •billboards •other

✓The library maintains at least one social media account.

The library invites local, state, and federal officials to visit the library.

It has been some time since local officials have visited the Library to learn more about the services it provides. Some officials have visited the Library to be part of a program or attend a presentation.

✓The library's website is updated at least monthly.

✓The board, administration, and staff conduct an annual library walk-through.

We need to formalize these walkthroughs with checklists.

✓The board, administration, and appropriate staff visit other libraries.

✓The budget includes funds for public relations and marketing activities.

The library's promotional methods and services are ADA compliant.

Accommodations language is not noted in program descriptions nor Preface. We are currently making changes to remedy this.

✓A designated staff member coordinates the library's marketing efforts.

The library's staff receives customer service and marketing training.

Frequent marketing training for all staff will be part of the PR Manager's duties. They will also create a "how-to" guide for library branding that will be a part of onboarding. Departmental managers provide customer service training, but a management team needs to formalize our customer service philosophy's tenets.

The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

This information is available to all staff and trustees. Still, we need to communicate better where to find this information and the importance of reading and providing feedback on these items.

The library surveys patrons and the community to judge awareness of the library's programs and services.

The Library takes informal surveys of patrons, especially regarding programming, but is well past due to a formal community survey along with a plan to continue ways to gauge public awareness

January 14, 2021

Melissa H. Adamson, Public Health Administrator
McHenry County Department of Health
2200 N. Seminary Ave.
Woodstock IL 60098

Dear Ms. Adamson:

I am reaching out to you as an important, public-facing pillar of community support and service in McHenry to request that **library workers be eligible to receive a COVID-19 vaccine during Phase 1b, along with educators, or at the latest, 1c of statewide distribution.** We are directing this request to you, rather than to the state, because throughout the pandemic the availability of public, in-person library services has been determined on a local, not statewide, basis.

The McHenry Public Library District serves residents with vital resources such as free computer/internet use, a free kids' grab 'n go meal program, community resource information, job search help, help with applying for unemployment benefits, and health care information, to name a few. After the first stay-at-home orders were issued in March 2020, we closed our doors to in-person public services in the interest of combatting community spread. Virtual library services not only remained, but increased. As the Restore Illinois plan began to re-open the state, libraries, too, are re-opening gradually to in-person public service, starting with curbside pick-up of library materials, capacity limits based on retail guidelines as advised by the Illinois Department of Public Health, and limited computer use and assistance. Sadly, as cases have surged again in the state, some of us are having to close our doors again, as staff members are diagnosed and/or the spread in our communities has increased.

We have been gratified by the public demand for our collections, services and programs. No one wants the library to be fully open more than library workers ourselves. When a staff member receives a positive diagnosis, several additional staff must be quarantined, compounding the impact on our ability to serve. Our patrons deserve reliable, consistent availability. Opening and then having to close again is disruptive to work, remote schooling, and all the other vital services our communities need.

In order to continue to respond fully to residents' needs for our services, it is vital that library staff receive vaccines. When we are fully open, we potentially see hundreds of patrons per day come through our doors. **We want the library to continue to serve as a key partner in the re-opening of our state, and we want to do so safely -- both for the sake of the library staff and their families, and also to prevent the library, where so many members of the public gather, from becoming a point of community spread.**

I would be happy to speak with you or one of your staff members further about library services and the importance of library staff receiving the vaccine. Please reach out to me with any questions or concerns about this. Thank you.

Sincerely,

Lesley Jakacki, Acting Director
McHenry Public Library District
809 Front St.
McHenry IL 60050
ljakacki@mchenrylibrary.org
815-385-0036

Cell Phone Use by Library Patrons
Last Reviewed and Updated: 4/15/08

Current policy:

Cell phones/pagers can be used in the Library but users are required to follow use guidelines and etiquette. If these rules are not followed, staff will request that the patron cease using the equipment or use it in unrestricted areas such as the front/east Library foyer, parking lot or on the outside grounds of the Library. The Library Board recognizes that cell phones are an integral part of modern society and, therefore, should not be restricted within the Library environment. However, the Library is a public place for recreational reading and quiet study so all users should follow some proper etiquette and safety/privacy rules when using electronic devices.

Patrons may use cell phones in the Library if used in a quiet, discreet manner and the operator turns the ringer to silent mode/set to vibrate, and makes all calls brief (less than 2 minutes) using a low voice. Longer calls should be made in front/east Library foyer, parking lot or Library grounds. This policy respects cell phone technology and public noise issues as well as addressing privacy concerns and the polite consideration of others in a public place. Please note that others can overhear personal calls in the Library.

Proposed revised policy:

The Library Board recognizes that cell phones are an integral part of modern society and, therefore, allowed within the Library environment. To maintain the library as a place for recreational reading and quiet study, all users should follow some proper etiquette and safety/privacy rules (see Patron Behavior Policy) when using electronic devices in the Library.

Patrons may use cell phones in the library's main room if used in a quiet, discreet manner, and the operator silences notifications/set to vibrate, makes all calls brief (less than 2 minutes), and uses a quiet voice. Longer calls should be made in the unrestricted areas such as the front Vending/Lounge area, outside the Library, or in one of the study rooms if available. This policy respects cell phone technology and public noise issues and addresses privacy concerns and the polite consideration of others in a public place. Please note that others can overhear personal calls in the Library.